Intro To Computers
Word #12 – In the News

Objective: Use a text box for interesting looking documents.

1. In your *Intro to Computers* folder, create a folder titled *first_last_word_12*.

2. Open a NEW document in Word.

3. Insert a header. Make sure the header is in **12 point Times New Roman** and is in all caps. Left aligned in the header should be *WORD #12*. Right aligned in the header should be your *FIRST LAST* names. These should **not** be italicized.

4. Save the document in your *first_last_word_12* folder as *InTheNews.docx*.

5. Type the following news headlines into separate text boxes on the page. Above each headline and inside the text box, insert a clipart image that relates to the corresponding headline.

    Amazon Stock Prices are on the Rise!

    Game of Thrones Breaks HBO Ratings Record

    Palm Springs has Record 122° High

    Ants Never Sleep in Their Lifetime

    Rhode Island is Home to the Tennis Hall of Fame

    Sterling K. Brown wins Emmy for This is Us

    You Forget 90% of Your Dreams

    Joe Flacco is Highest Paid Quarterback in NFL

    Apple® Releases the iPhone 8

    Hurricane Maria Devastates Puerto Rico

6. Add 2 more headlines of your choice with clipart images. Your document should now have 12 text boxes with images in each box.

7. Format each text box so that there are no borders.

8. Format the font and size of each headline to give your page an interesting look. Do not use the same font and size for all headlines.

9. Arrange the text boxes randomly around the page to create a collage effect, assuring that all 12 headlines fit on one page.

10. Carefully proofread the document for spelling errors. Be sure to check for capitalization.

11. Resave the document and exit out of Word.

12. Zip up your *first_last_word_12* folder. Turn in your *first_last_word_12.zip* file.